

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 8/28/15 bi

ANNOUNCEMENT NO. 143

WATER PLANT MANAGER (NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$23,647.11 to \$107,738.40 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, SEPTEMBER 11, 2015 UNTIL 4:30 P.M. ON THURSDAY, SEPTEMBER 17, 2015.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, SEPTEMBER 17, 2015

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Under administrative direction, manages the operations of a potable water plant. Develops water plant operations plans and projects. Schedules maintenance work and plant operations. Monitors plant operations to ensure compliance with EPA requirements. Coordinates existing equipment with new construction and new technology. Plans changes and improvements to the facility. Oversees the monitoring of pressure and purity in accordance with standards set by various governmental agencies. Schedules and analyzes pump performance tests and vibration analyses. Supervises and analyzes chemical performance evaluations and evaluates laboratory data for compliance with all applicable regulations. Oversees the preparation and maintenance of records and reports related to potable water plant operations. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. Five years of full time paid supervisory experience in a drinking water treatment plant is required. Must have a Class III Water Treatment License required by the Ohio Environmental Protection Agency. Must obtain a Class IV Water Treatment License within two years of appointment.

NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT CHECKLIST: READ CAREFULLY

MUST MEET MINIMUM QUALIFICATIONS FOR
WATER PLANT MANAGER

APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!!
BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGES OF ADDRESS. FAILURE TO DO SO WILL RESULT IN YOUR REMOVAL FROM THE LIST	
<u>COMPLETE THE APPLICATION FORM (DO NOT STATE "SEE ATTACHED RESUME"). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS.</u>	
SIGN AND DATE THE COMPLETED APPLICATION (IT DOES <u>NOT</u> HAVE TO BE NOTARIZED).	REQ
HIGH SCHOOL DIPLOMA OR GED CERTIFICATE (YOU PROVIDE A COPY) (IF YOU HAVE AN ASSOCIATE’S OR A BACHELOR’S DEGREE NO COPY OF H.S. DIPLOMA/GED IS NECESSARY, BUT YOU MUST SUBMIT COPY OF DEGREE OR TRANSCRIPT INDICATING DEGREE EARNED).	REQ
FIVE YEARS FULL TIME PAID SUPERVISORY EXPERIENCE IN A DRINKING WATER TREATMENT PLANT	REQ
CLASS III WATER TREATMENT LICENSE REQUIRED BY OHIO ENVIROMENTAL PROTECTION AGENCY (YOU PROVIDE A COPY)	MUST
OBTAIN A CLASS IV WATER TREATMENT LICENSE WITHIN TWO YEARS OF APPOINTMENT	MUST
COMPLETED APPLICATION: YOU MAY HAVE WORKED AT ONE COMPANY BUT HAD MULTIPLE POSITIONS. <u>EACH</u> POSITION IS <u>BEST</u> DESCRIBED INDIVIDUALLY. (DO NOT STATE "SEE ATTACHED RESUME")	REQ
YOU ARE REQUIRED FILL OUT THE THREE (3) POST CARDS INCLUDED IN THE APPLICATION; IF APPLICATION PRINTED FROM WEBSITE, THEN COMPLETE POST CARDS IN CIVIL SERVICE OFFICE. (THIS INCLUDES THE JOB CLASSIFICATION (OR TITLE) ON THE TOP LINE OF EACH CARD AS WELL AS YOUR NAME AND ADDRESS. <u>LEAVE ID NUMBER BLANK.</u>)	REQ
RESUME IS OPTIONAL (CAN BE USED TO CLARIFY EXPERIENCE BUT NOT REPLACE YOUR COMPLETED APPLICATION)	OPT
ANY OTHER INFORMATION OR MATERIALS THAT DEMONSTRATE YOUR QUALIFICATIONS AND EXPERIENCE FOR THIS POSITION. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT’S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED <u>EACH</u> OF THE MINIMUM QUALIFICATIONS. A COVER LETTER IS WELCOMED BUT NOT REQUIRED.	OPT

REQ – required; OPT – optional; PREF – preferred

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.